



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96205-5236

EACG

30 AUG. 2012.

MEMORANDUM FOR All Eighth Army Assigned Soldiers

SUBJECT: Eighth Army Command Policy Letter # 46 - Command Sponsorship Program (CSP)

1. This policy letter supersedes Eighth Army Command Policy Letter #46, 7 October 2011. It provides information regarding the responsibility for the Command Sponsorship Program (CSP).

2. Reference:

a. United States Forces Korea (USFK) Regulation 614-1 Military Command Sponsorship Program (CSP), 26 April 2011.

b. Eighth Army CSP Procedural Guidance, 20 December 2010.

3. **Approval Authority.** Effective immediately, authority to approve Command Sponsorship (CS) is delegated to the Eighth Army Chief of Staff and Eighth Army Assistant Chief of Staff, G-1.

**a. The Eighth Army Assistant Chief of Staff, G-1 is authorized to approve CS for the Soldiers assigned or in-bound to the following units subject to the limitations and procedures outlined in this policy memorandum:**

- (1) 2d Infantry Division
- (2) 19th Expeditionary Sustainment Command
- (3) Garrison Commander – USAG-Yongsan
- (4) Garrison Commander – USAG-Red Cloud
- (5) Garrison Commander – USAG-Humphreys
- (6) Garrison Commander – USAG-Daegu
- (7) Special Operations Command Korea
- (8) 1st Signal Brigade
- (9) 3rd Battlefield Coordination Detachment
- (10) 35th Air Defense Artillery Brigade
- (11) 65th Medical Brigade

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- (12) 403rd Army Field Support Brigade
- (13) 411th Contracting Support Brigade
- (14) 501st Military Intelligence Brigade
- (15) Far East District Corps of Engineers

b. The Deputy Chief of Staff, USFK, is the delegated authority to approve CS for Soldiers assigned to Headquarters (HQ), USFK for all Electronic-Joint Manpower and Personnel System (E-JMAPS) coded positions.

c. In accordance with (IAW) MSC Commander's CS designations and priorities, the Eighth Army Assistant Chief of Staff, G-1 is the delegated authority to approve CS for Soldiers assigned to HQ, Eighth Army, Headquarters and Headquarters Battalion, Eighth Army, Korean Service Corps (KSC) Battalion, United Nations Command Security Battalion-Joint Security Area (UNCSB-JSA), American Forces Korea Network, Korea Field Office Criminal Investigation Division and for Soldiers assigned to units not listed in paragraphs 2a or 2b above.

4. **Maximizing Allocations.** The Eighth Army Assistant Chief of Staff, G-1 will ensure CS maximization of all available slots for 100% utilization.

a. Priority-1: Key Billets (Commanders O5 and above, Command Sergeant Major, and principal staff positions i.e. G-1, G-2, G-3, and G-4).

b. Priority-2: Billets critical to mission effectiveness and readiness that require continuity and longevity.

c. Priority-3: All others, with preference given to special circumstances IAW paragraph 5.

d. Priority 2 disapprovals are commanders critical information requirements (CCIR) to me.

e. As CSP is now managed by area if any area is below 95% Eighth Army Assistant Chief of Staff, G-1 will not disapprove any request for that area. **Exceptions to this are service members who are flagged IAW AR 600-8-2, service members that have a 3B medical status and service members that don't support mission readiness and Soldiers not approved for CSP by the first O-6 in their chain of command.**

**f. The Eighth Army Assistant Chief of Staff, G-1 may approve P-2 requests to exceed 100% if there are no vacancies within an area, by using Priority-1 double slotting ability in Personnel Information Management System Korea (PIMS-K).**

g. All requests to move allocations from one area to another will be submitted to the Assistant Chief of Staff, G-1 for my approval. The Assistant Chief of Staff, G-1 will coordinate all such requests with the USFK Assistant Chief of Staff, J-1.

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5. **Annual Validation**. CS allocations and justification will be reviewed on an annual basis for validity and utilization. Adjustments may be made for changes to force structure, mission requirements, or growth.

6. **Special Circumstances**. Approval authorities will consider the following special circumstances when approving Priority 3 CS requests:

a. Soldiers recently returning from a 12-month or longer combat tour (within twelve months of redeployment) in order to eliminate further family separation.

b. Soldiers with approved Inter-theater Consecutive Overseas Tour (COT) requests. These Soldiers are not entitled to relocate their dependents twice at Government expense, and are not normally allowed to leave their dependent at their current overseas location.

c. Dual military and single parents.

d. Families without school-aged children when school capacity has been met or exceeded.

e. Incentives for excellence and development – Soldiers with demonstrated potential for growth into critical positions.

7. **Approval Process**. The Eighth Army Assistant Chief of Staff, G-1 will review and make an approval determination within 5 working days of receipt of the request and immediately provide a written response to Military Personnel Division-Yongsan (MPD-Y). The **MSC will provide the area of assignment to Eighth Army Assistant Chief of Staff, G-1 within the 5 working day determination requirement to meet total processing time IAW the flow charts at Enclosures 1 and 2.**

a. The Eighth Army Assistant Chief of Staff, G-1 will not override or approve a CS number for applicant(s) when they have been disapproved by screening agencies (Exceptional Family Member Program (EFMP) or Housing) during the screening process.

b. The Eighth Army Assistant Chief of Staff, G-1 may approve out of country CS requests up to 180 days prior to the Soldier's report date to facilitate timely processing of assignment instructions and movement of Family members.

c. All responsible agencies must diligently work to meet overall processing time IAW the flow charts at Enclosures 1 and 2, in order to provide predictability to Soldiers, Family members and gaining organizations.

8. **Intra-Theater Reassignment (transfers)**. When being reassigned within Korea, Soldiers with approved CS will not lose their CS. Both the losing and gaining commanders will ensure that funding and CS billet is available in the gaining unit in the appropriate community, prior to executing the reassignment. Service members must have an approved transfer from MPD-Y prior to making any move. Commanders will be held accountable for CS transfer mismanagement.

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9. **Governance.** The Assistant Chief of Staff, G-1 will submit a quarterly CS utilization report for my review to assess utilization and to recommend any changes. I will review utilization, justification, changes to force structure and/or mission requirements, and growth in CS billets. MSC Commanders will validate all Priority 1 (Key Billet) positions and justify Priority 2 positions to the Commanding General annually for recertification. Recertification will include updating PIMS-K with modification table of organization and equipment (MTOE) line and paragraph numbers, grade, Unit Identification Code (UIC) and title of authorized positions.

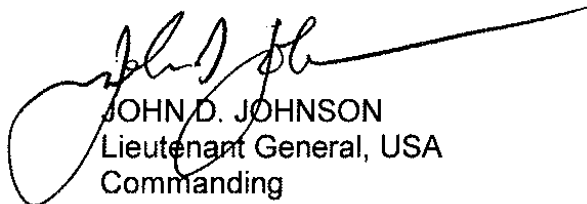
10. **CSP Management System.** The Personnel Information Management System Korea is the USFK database of record for CSP approvals. The Eighth Army Assistant Chief of Staff, G-1 will ensure that all CSP approvals are appropriately recorded in this database **within 72 hours of approval.** Soldiers who depart Korea will also be accounted for in PIMS-K and updated **within 72 hours of departure.**

11. The Eighth Army CSP Procedural Guidance, dated 20 December 2010, will be updated to reflect changes IAW this policy letter.

12. The Assistant Chief of Staff, G-1 has oversight of the Command Sponsorship Program for all Army personnel assigned to Korea and is the proponent for this policy. The CS Program Manager can be contacted at commercial 011-822-7914-7450 or DSN 315-724-7450.

2 Encls

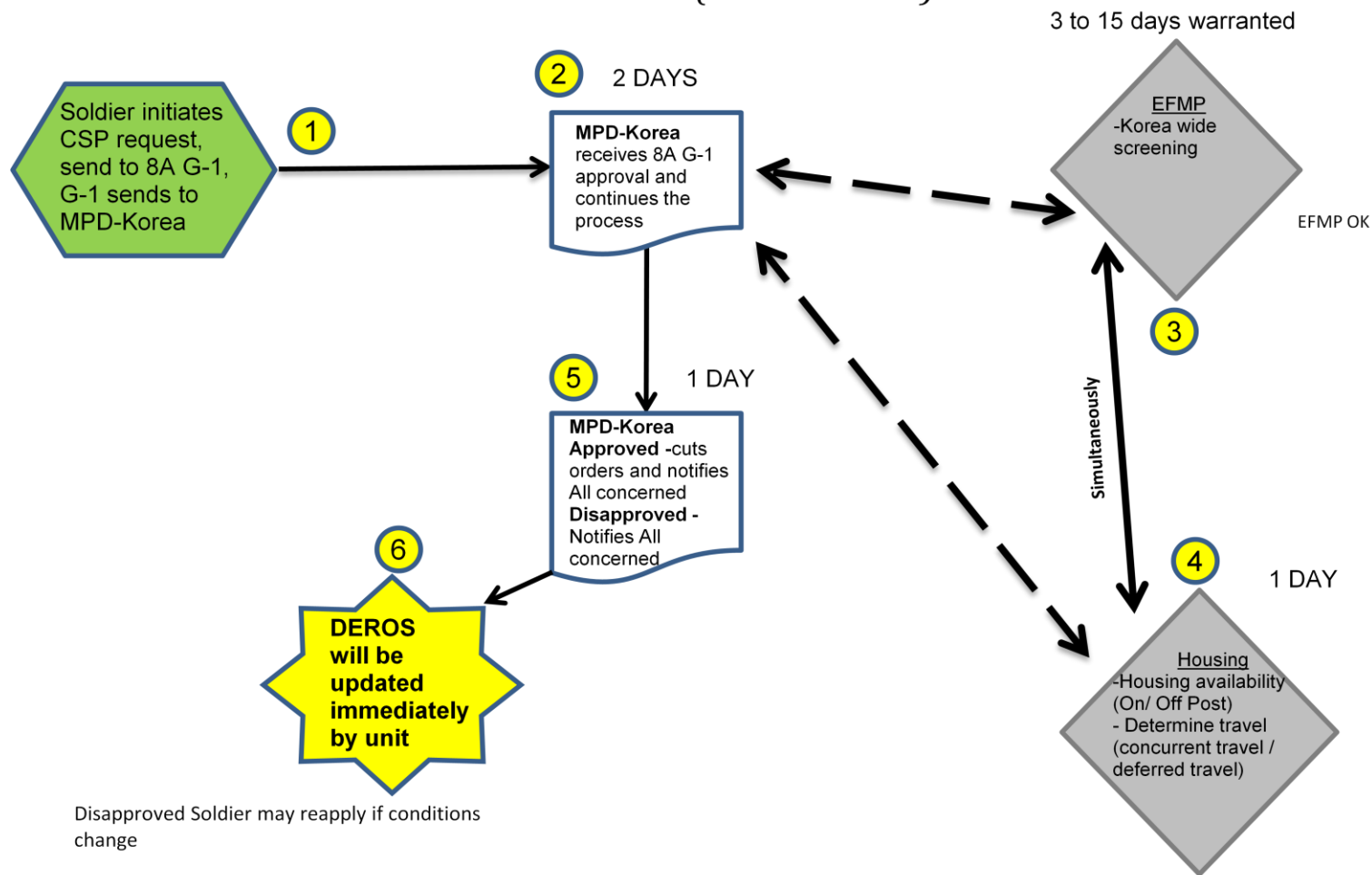
1. In-Country Flow Chart
2. Out-of-Country Flow Chart

  
JOHN D. JOHNSON  
Lieutenant General, USA  
Commanding

## Enclosure 1. In-Country Flow Chart

# FLOW CHART

(IN-COUNTRY)

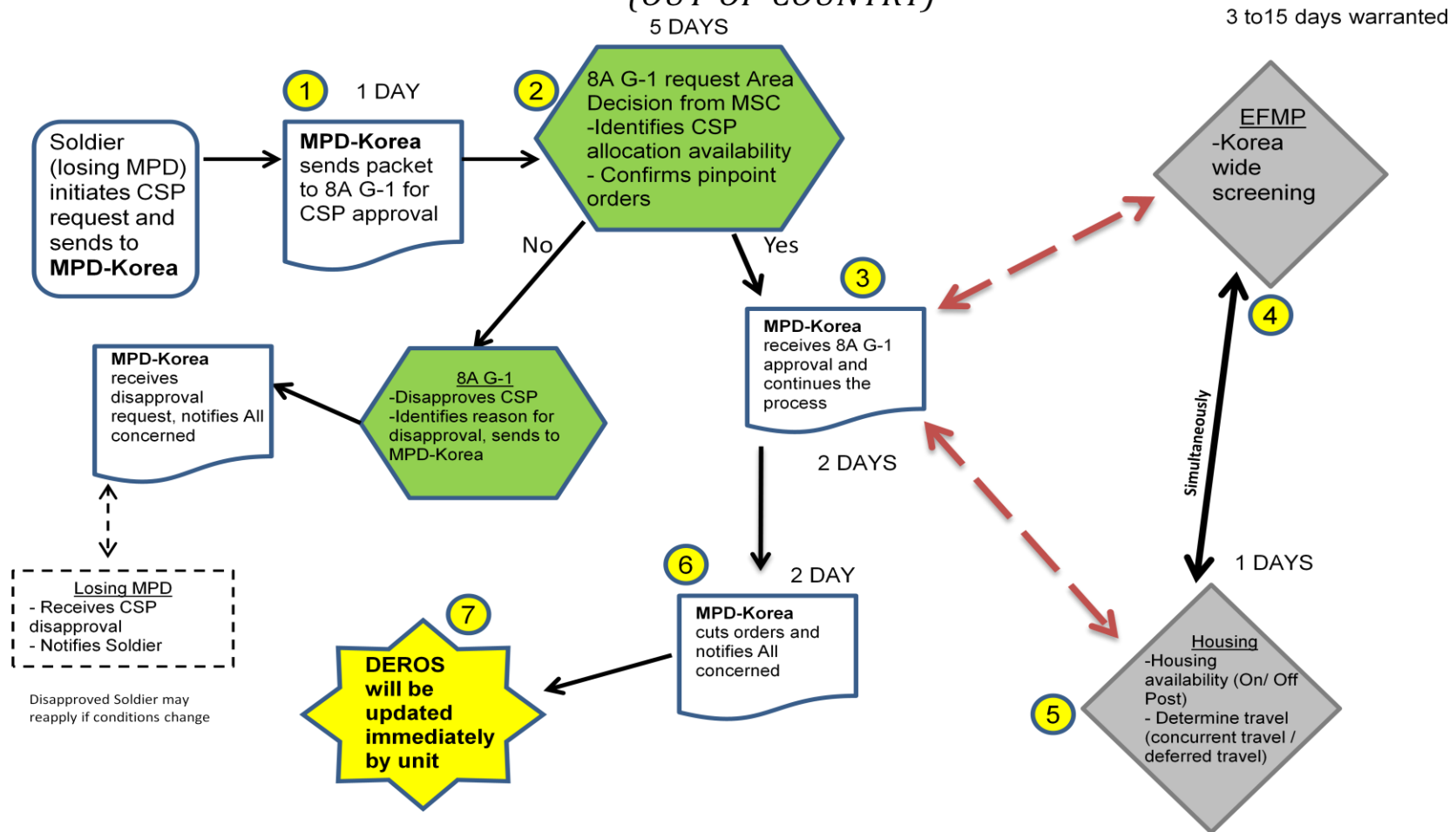


**Note:** 6 Business day process

## Enclosure 2. Out-Country Flow Chart

# FLOW CHART

(OUT-OF-COUNTRY)



**Note:** 13 Business day process